

Virginia Wireless E-911 Services Board

Guidelines for the Submission of Wireline E-911 Grant Funding for the Fiscal Year beginning July 1, 2002 and ending June 30, 2003

Adopted February 13, 2002

Purpose

The Virginia Wireless E-911 Services Board (the Board) has adopted these guidelines in accordance with Article 7, Chapter 15 of Title 56 of the *Code of Virginia*. The guidelines apply to public safety answering points (PSAP) that were not wireline E-911 capable as of July 1, 2000 and govern the submission of cost estimates for the fiscal year beginning on July 1, 2002 and ending June 30, 2003 (FY 2003).

Introduction

All localities in Virginia, with the exception of those meeting the criteria established in Section 56-484.16D of the *Code of Virginia*, must implement wireline enhanced 9-1-1 by July 1, 2003. Section 56-484.14 of the *Code of Virginia* establishes that the Board has the duty to:

“10. Manage other moneys appropriated for the provision of enhanced wireline emergency telecommunications services only in specific local jurisdictions that are not wireline E-911 capable as of July 1, 2000.”

It is anticipated that such moneys will be appropriated as part of the FY2002-2004 biennial budget. The current budget language (Item 469) states:

“A. Included within this appropriation is \$9,800,000 the first year from the Wireless E-911 Fund to establish a grant program to assist localities that are making a good-faith effort to develop E-911 wireline emergency telephone services but have a demonstrated financial need for state assistance.”

In the past, the Board has addressed the several issues impacting the wireline grant process. In December 2000, the Board established the methodology by which “demonstrated financial need” and the amount of funding provided to the each locality would be determined. In April 2001, the Board adopted a policy statement establishing the starting date for allowable expenses and a statement about those localities impacted by the delay in funding.

These guidelines have been developed in advance to allow for the funding to be distributed as soon after the start of the fiscal year as possible.

Guidelines for PSAP

Methodology

The Board considered two methods for determining the financial need of each locality. The first method utilized the Composite Index to determine the percentage of the allowable costs that the locality must fund. The Composite Index is used elsewhere in state government as an ability to pay indicator for localities, such as for education funding. As an illustration, if a locality has a Composite Index of .2345, the locality must

fund 23.45% of the allowable cost of the project while the Board will fund 76.55% of the cost.

The second method considered by the Board was based on the amount of funding that could be generated by the local E-911 surcharge (§58.1-3813.1). For a locality with 5,000 telephone lines, the amount funded by the locality would be calculated by multiplying the telephone line count by \$1.50 (a midrange surcharge) by 24 months (the amount of time before the July 1, 2003 deadline). In this case the locality would fund \$180,000 while the Board would fund the remaining cost of the project.

Since the Composite Index was an established method of determining a locality's ability to pay, the Wireless E-911 Services Board selected it as the preferred method; however, a disadvantage of this method was identified. A few of the localities would not be able to generate their share of the project funding using the local E-911 surcharge. In order to generate their share, one locality would have to charge \$6.50 per month per access line over the next 24 months, which significantly exceeds the \$3.00 monthly cap established in §58.1-3813.1 of the *Code of Virginia*.

To address this shortcoming, the Board developed the "Capped Composite" method of determining a locality's ability to pay. This method caps the locality's share as calculated using the Composite Index at the amount the locality can generate imposing a \$1.50 over 24 months. The \$1.50 amount is used rather than \$3.00 to allow localities to use the surcharge to generate additional revenue for expenditures not covered by this grant, such as the salary of an E-911 Coordinator, and in deference to concerns raised regarding the amount of the E-911 surcharges. This should in no way be construed as a requirement for the locality to implement a surcharge. The local funding share may be generated any way the locality wishes.

Localities that feel they have a greater financial need than is addressed by the "Capped-Composite" method may seek a higher percentage of funding, but must prove to the Board the appropriateness of the increase. Simply not wanting or being able to implement a local wireline E-911 surcharge will not be sufficient reason for increased funding.

Allowable Costs

The Board has determined that the following costs should be considered allowable under the wireline E-911 grant guidelines: project management (a state contract exists for this type of project management); mapping; addressing; street signage; customer premise equipment (PSAP equipment); and network installation costs. Further the Board has determined that the following costs be specifically identified as not being eligible for funding under the wireline E-911 grant guidelines: voice logging equipment; computer-aided dispatch systems; buildings and furnishings; and radio systems. The Board will consider any other items on a case-by-case basis.

Policy Statements

To address concerns expressed by localities adversely impacted by the lack of state funding in FY2002 and those proceeding with implementation using local funding only, the Board adopted the following policy in April 2001:

“It shall be the policy of the Wireless E-911 Services Board to look favorably upon requests for extension of the time requirements specified in Virginia code section 56-484.16, subsections A and B from any county, city or town with demonstrated financial need that has been impacted by a lack of state funding assistance for wireline E-911 implementation. It is the Board’s intent to provide funding assistance to localities for wireline E-911 expenses incurred after July 1, 2000.”

Extensions of Time

The *Code of Virginia* §56-484.14 established the Board’s duty to”

“5. Grant such extensions of time for compliance with the provisions of § 56-484.16 as the Board deems appropriate.”

Localities requiring an extension of time to implement due to the lack of state funding or for any other reason must submit a written request to the Board on official letterhead. The request must identify why the request is necessary, how the locality has performed in good faith up to this point, what the current status of the project is, and when the project is now scheduled for completion.

Funding Request Worksheet

Any PSAP that was not wireline E-911 compliant as of July 1, 2000 may submit a funding request to the Board. The Wireline E-911 PSAP Funding Request Worksheet (attached) has been designed to simplify the process of applying for funding for E-911 improvements.

To the right of each area are two boxes, one titled “Estimated Cost” and one titled actual cost. Only the box titled “Estimated Costs” should be filled in for the grant application. The “Actual Cost” box is left blank until the true-up process (discussed below) at the completion of the fiscal year.

Items listed in each section should be itemized to allow the Board to fully understand the extent of the request. Items listed simply as “software” or “equipment” will not be acceptable. Greater detail or explanation is necessary, such as “purchase of Plant Vesta CPE equipment”, to allow the Board to determine if the request falls within these guidelines.

Header Data

Please complete all of the fields in this section. The following is the definition of each of the fields:

PSAP: The Name of the PSAP requesting the funding.

Date: The date of the request.

Localities Served: A list of the localities served by the PSAP. This list need only include the counties and cities served and not the towns or other community names.

Surcharge Amount: If a local wireline E-911 surcharge, authorized under §58.1-3813.1, exists in any of the localities served, a list of the amount of each surcharge.

Access Lines: The number of telephone access lines supported by the telephone company in the localities served as of January 1, 2002. A telephone access line is each telephone line installed by the telephone company in a residence, business, or any other location. The telephone company should be able to provide this number.

Date Surcharge Imposed: If a local wireline E-911 surcharge, authorized under §58.1-3813.1, exists in any of the localities served, the date surcharge was imposed.

Contact: The name and telephone number of the contact person in the PSAP for this project.

Implementation Date: The actual or projected date that wireline E-911 was or is scheduled to be implemented.

Fiscal Agent: If more than one locality is served, the locality that acts as the fiscal agent for the PSAP. This is the locality to which the funding will be sent.

Wireless? Does the PSAP intend to seek or has the PSAP already sought additional funding from the Wireless E-911 Fund for the implementation of wireless E-911 Phase I or Phase II?

Cost incurred in FY2001 or FY2002 (July 1, 2000 to June 30, 2002)

In this section, list any allowable costs, defined above, that have already been incurred by the PSAP or locality as of June 30, 2002. Listing equipment at the item level is not needed. System level listings are acceptable. As an example, instead of listing each component including each personal computer, server, etc. purchased as part of a telephone system, listing the entire telephone system as "Positron Power 911 system (3 positions)" is preferred.

Invoices or other proof of purchase must be attached to the funding worksheet for each item listed in the section of the worksheet. If the payment has not occurred by June 30, 2002, then the item should be listed in the next section as an FY2003 cost.

Cost projected for FY2003 (July 1, 2002 to June 30, 2003)

In this section, list any allowable costs, defined above, that are estimated and will be incurred by the PSAP or locality in FY2003. Listing equipment at the item level is not needed. System level listings are acceptable. As an example, instead of listing each component including each personal computer, server, etc. purchased as part of a telephone system, listing the entire telephone system as "Positron Power 911 system (3 positions)" is preferred. Since the statutory requirement is to implement wireline E-911

by July 1, 2003, this section should include all allowable costs necessary to complete the E-911 project.

Local Funding Share

Use this box to determine the amount of funding the locality must contribute to the project. Add the FY2001-02 cost to the FY2003 estimated costs to determine the total estimated project cost. This amount should then be multiplied by the FY2002-2004 Composite Index for the locality. If more than one locality is served, the Composite Index for all localities served should be averaged to determine the Composite Index to be used. The result of this calculation should be entered on the last line in the box.

Local Share Cap Amount

Since the local share is capped at the amount of funding that could be generated with a \$1.50 surcharge for 24 months, this amount must be calculated to determine if additional state funding is warranted. This box is used to perform this calculation. Enter the total number of access lines in the localities served on the first line and multiple it by \$1.50. This is the estimated monthly revenue from such a surcharge. This amount is then multiplied by 24 to determine the maximum local share.

Total Estimated State Funding

At the bottom of the form is the formula for determining the state-funding share. Simply subtract the total local share or the maximum local share; whichever is lower, from the total estimated project cost. The result is the total estimated state funding amount.

Submission Instructions

After completing the worksheet, mail, fax or email it to the PSC Coordinator. The deadline for submission is **May 1, 2002**. However, late requests will be considered, but may result in delayed payments to the PSAP.

Approval Process

The Board will review each request and approve the request in accordance with these guidelines. The Board may remove specific items before an approval is given. The Board will approve the funding requests by July 1, 2002 so that payments can be made to the eligible localities as soon as the funding becomes available.

Distribution of Funding

Payments for all costs incurred prior to July 1, 2002 will be made as soon as the funding becomes available. Payments based on the approved costs for FY 2003 shall be disbursed as the funding is needed. To ensure that the localities need not expend local funds waiting for reimbursement, funding will be provided based on a contract, purchase order or formal quotation. As an example, if a PSAP plans to contract with a vendor for street signage, the locality should issue an RFP, select a vendor and negotiate a contract including cost. The finalized contract should be submitted for funding. So long as the

request is consistent with the overall funding submission and guidelines, it will be immediately processed for payment.

True-up Process

Each PSAP filing a cost estimate and receiving payments during FY 2003 pursuant to these guidelines must file a statement of actual costs incurred during FY 2003 with the Board no later than September 1, 2003. Where appropriate, the PSAP must submit copies of paid invoices, purchase orders or other evidence of how the funding was expended. The actual equipment purchased may vary from that approved by the Board. So long as the actual equipment is still allowable under these guidelines, the Board may provide funding. Payments received in excess of the approved costs shall be refunded to the Board on such a schedule as the Board may determine. If all approved funding has not been expended by the end of FY2003, the locality may request that the remaining funding to be carried over to FY2004.

Amendment of these Guidelines

The Board reserves the right to adopt such amendments to these guidelines as may be necessary to implement Article 7. PSAP are strongly encouraged to suggest changes they feel may be appropriate to improve the implementation wireline E-911 service.

Wireline E-911 PSAP Funding FY 2003 Request Worksheet

PSAP: _____	Date: _____
Localities: _____	Surcharge: _____
Served: _____	Amount: _____
Access: _____	Date Surcharge: _____
Lines: _____	Imposed: _____
	Implementation: _____
Contact: _____	Date: _____
Fiscal: _____	
Agent: _____	Wireless? _____

Cost incurred in FY2001 or FY2002 (July 1, 2000 to June 30, 2002):

Description	Actual Cost
Total from FY2001 & FY2002 (attach invoices)	

Cost projected for FY2003 (July 1, 2002 to June 30, 2003):

Description	Estimated Cost
Total from FY2003	

Local Funding Share	
Total FY2001-02	\$ _____
+ Total FY2003	\$ _____
Project Total ¹	\$ _____
X Composite Index	_____ %
Total Local Share ²	_____

Local Share Cap Amount	
# of Access lines	_____
X Median Surcharge	\$ 1.50
Monthly Total	\$ _____
X 24 Months	24
Max. Local Share ³	\$ _____

Project Total ¹	-	Total Local Share ² or * Maximum Local Share ³	=	Total State Funding
* (whichever is lower)				
_____	-	_____	=	_____